

PART II	DEPARTMENT OF PERSONNEL SERVICES	1.220
	STATE OF HAWAII	1.222
.		1.225
		1.235

Minimum Qualification Specifications
for the Classes:

DUPLICATING MACHINE OPERATOR I, II, III, IV

Basic Education/Experience Requirement:

One-half (1/2) year of work experience which required the ability to read and comprehend and apply written directions or a high degree of verbal skill. Graduation from high school may be substituted for the required basic experience.

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below and in the amount indicated in the following table:

Level	Specialized Experience	Supervisory Experience	Total
Duplicating Machine Operator I	0	0	0
Duplicating Machine Operator II	1	0	1
Duplicating Machine Operator III	2	0	2
Duplicating Machine Operator IV	3	*	3

Specialized Experience: Progressively responsible work experience in the operation of several types of duplicating machines and auxiliary equipment.

*Supervisory: Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, however, this examination may be waived.

Physical Requirements:

Standard 3g. Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Applicants with an amputation of arm, hand, leg or foot will be considered for appointment relative to their ability to perform the work of a position. Any physical condition which would cause the applicant to be a hazard to

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himself or others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate sufficiently for his handicap to perform the job.

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This is an amendment to the minimum qualification specifications for the classes DUPLICATING MACHINE OPERATOR I, III and IV approved on July 25, 1969 and the first minimum qualification specification for the new class DUPLICATING MACHINE OPERATOR II.

DATE APPROVED: 3/18/77


DONALD BOTELHO
Director of Personnel Services